

Memorandum

DATE: November 21, 2008

TO: Mayor and Council

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 3rd Quarter 2008

What follows is the third quarter 2008 update of the City Council work plan for 2008-2009.

City Council Goal 1: Develop a Shared Community Vision that Integrates the Environmental Sustainability, Housing and Economic Development Strategies into the Comprehensive Plan and Community Development Initiatives

Conduct Vision and Values Workshops for Issues Including Future Growth and Development Policies

During August and September of 2008, the workshop format and introductory DVD were developed and outreach to interested groups took place. Almost 20 meetings have been set up and will occur throughout the month of October.

Adopt New Framework "Values" (Over-arching Goals for the Comprehensive Plan)

Vision statements will be developed during December 2008, with adoption in the first quarter of 2009. Vision statements will be crafted using the input from the Vision and Values Workshops, as well as the Environmental Sustainability, Housing and Economic Development Strategies.

Complete Southeast Area Neighborhoods Plan

The Southeast Area Neighborhood Citizens Advisory Committee met monthly throughout the summer and into the fall and will begin a twice monthly meeting schedule in October. A Council check-in regarding the progress of the committee is scheduled to occur in the first quarter of 2009.

Complete Town Center Plan

Staff will begin work on the Town Center Plan in the first quarter of 2009 with adoption scheduled for early 2010.

Adopt New Residential Density and Incentive Regulations for RB Zones

On May 12, 2008, the City Council adopted interim development regulations for the Regional Business (RB) zone in response to community concerns over the existing code which did not

establish a maximum residential density in the RB zone. A moratorium was also established for six months to establish a maximum density of 110 dwelling units per acre while the staff and Planning Commission considered development code solutions to address intensive multifamily and commercial development as it transitions to single family neighborhoods. Due to additional workload resulting from the Visioning and Values Workshop Process, the Planning Commission and staff will be unable to complete its work by the original expiration date of the moratorium, and will ask the City Council for a six month extension on October 13, 2008.

City Council Goal 2: Implement the Economic Development Strategic Plan

<u>Develop a Comprehensive Small Business Assistance Program</u>

Upon review of the previous programs and goals, staff continues to plan and develop a more "hands-on" Small Business Assistance and Education Program (SBAP). This program includes the resources of Community Capital Development (CCD), U.S. Small Business Administration (SBA), Shoreline Community College (Small Business Accelerator Center {SBAC}), Shoreline Chamber of Commerce, and the Economic Development Program Manager (EDPM).

CCD has finalized their Business Assistant Officer position with Rebecca Villareal, Senior Director, who will concentrate on supporting Shoreline businesses with accounting, business development, management, and financing. The SBAC will focus on small business marketing and business generation, while the SBA will assist in loan financing and management. The Shoreline Chamber of Commerce will act as resource for business promotion and the EDPM will coordinate the programs and classes and act as a facilitator. The primary goals of this program are to promote the Shoreline small business community and educate existing business owners on marketing, business promotions, money management, and business financing.

Work in Partnership to Develop a "Transit-oriented Development" Plan for the Aurora Park and Ride Lot at N. 192nd Street

The Park & Ride facility at 192nd Street and Aurora Avenue N presents a unique Transit-oriented Development (TOD) opportunity for King County and the City of Shoreline. Staff scheduled an update meeting with King County transportation representatives Ed Walker and David Blum, at which point they indicated that an appraisal process would have to be initiated before the Washington State Department of Transportation (DOT) would consider sale or transfer of the park and ride property to King County. They were anxious to have this process expedited and were in the process of selecting an appraiser. Staff has also contacted several developers of TOD projects to determine what type or scope of project was feasible on this particular site. The preliminary developer recommendations have centered on a Transit Oriented Development with retail, office and residential spaces. As of this update, staff is waiting to hear from King County on the results of the appraisal process.

<u>Develop a Green Business Certification Process, Including Partnering with the Shoreline Chamber of Commerce</u>

Staff is currently working with the Shoreline Chamber of Commerce to promote a "Green Business Certification" for small business. The key to this program is identifying cost savings for businesses that participate in the certification. The inclusion of "Green" businesses that provide services and information on "how to become Green" will provide impetus to further the program.

Work with the Economic Development Advisory Committee (EDAC) to Identify Recommended Priorities

The EDAC, which continues to meet monthly, is currently conducting a visioning process which follows the guidelines of the City Council's Economic Development Strategic Plan. This process includes six groups of three committee members meeting and formulating development ideas and recommendations. They have then been tasked to organize their ideas and make a report to the EDAC. This process will continue with an end result of a consensus of ideas and recommendations. The City Manager also has tasked the EDAC to consider alternative development uses for the Fircrest site. His recommendations focused around the opportunity to develop 40 acres of prime property that was in close proximity to Downtown Seattle.

City Council Goal 3: Create an "Environmentally Sustainable Community"

Complete the Forest Management Plan, Including Updating the City's Tree Retention Policies and Regulations

The City Council approved a contract with Seattle Urban Nature (SUN) to provide habitat mapping, vegetation surveys and management recommendations for Hamlin Park, South Woods, Shoreview Park and Boeing Creek Park. Over the summer 2007, SUN conducted their survey in each of the habitat types throughout each of the four parks. SUN analyzed the data and incorporated that data into a report that documents their findings, including management recommendations developed for each of the four areas surveyed. The 15-year plan that was provided will be implemented as funding and staffing allows. Over the course of 2008 and 2009, staff will continue to work with SUN to study urban forest conditions to determine best way to the update the Vegetation Management Plans for the four parks.

The Planning Department will also be reviewing the City's tree retention policies in the development code. This review will begin in the first quarter of 2009 and should be completed by the end of the second quarter.

Update Stormwater Manual and Low Impact Development Standards

The State Department of Ecology's NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter (February 16) of 2007. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009.

With help from a Department of Ecology grant, City staff and a consultant have drafted a revised stormwater code and are recommending the adoption of a new stormwater manual and amendments to the Development Code to meet these NPDES permit requirements. Staff from the Public Works (Surface Water & Environmental Services) and Planning and Development Services Departments and the City Attorney's Office are currently reviewing the draft changes. The changes to the Development Code are scheduled go to the Planning Commission in November 2008, with recommendations to the City Council in early 2009.

Develop a Comprehensive Environmental Purchasing Policy

In order to develop a comprehensive environmental purchasing policy, Finance Department staff will be gathering sample environmental purchasing policies from other jurisdictions in the fourth quarter of 2008. Using information gleaned from this research, staff will create a draft policy in

early 2009, and will review the draft policy with City leadership in the second quarter of 2009. The draft policy is scheduled for Council adoption in June of 2009.

Adopt Indicators and Baselines to Measure Progress

The Green Team members are examining various indicator tracking tools and plan to set their work plan for this task in December.

Create a "Green Team" Staff Structure

The "Goal 6 – Environmentally Sustainable Community" Team, which developed the City's Sustainability Strategy, was re-convened in October 2008 to draft a Green Team Charter. This draft charter will be reviewed by the Leadership Team on October 21, 2008, and the final composition of the Green Team will start meeting in early November 2008.

Explore Energy and Climate Change Initiatives

With the complexities of sustainability and the emergence of numerous organizations invested in protecting the climate and achieving sustainability, staff invited Visible Strategies and the International Council for Local Environmental Initiatives (ICLEI) to provide presentations of their tools and strategies to the Green Team. Visible Strategies provided an overview of their services in September 2008, and in November, staff from ICLEI will present their approach.

To build the database of the City's carbon emissions, staff contacted the University of Washington in October 2008 to find a student interested in data entry and climate protection to hire as extra help in the fourth quarter of 2008. To support community reduction in energy and resource use, staff wrote and received a grant to provide outreach to residents in 2009 on remodeling their homes using Green Building techniques. Materials and resources are currently being collected. As well, with the implementation of CleanScapes as the solid waste service provider in Shoreline, the amount of curbside recycling has increased, which has reduced energy and resource consumption.

City Council Goal 4: Complete the Projects Approved in the 2006 Parks Bond

Conduct Planning Efforts

- Off-Leash Dog Area Study Group: The Park, Recreation and Cultural Services (PRCS) Board's recommendation for two Off-Leash Dog Area pilot sites was provided at their meeting on October 23, and a public presentation on the recommendation was held on October 29. The City Council will hear the PRCS Board's recommendation for the two sites on January 5, 2009. If approved, the selected sites will begin design and implementation in 2009.
- *Trail Corridor Study Group:* City staff is working with design consultants to prepare designs for soft surface trails within parks and to begin a planning process for hard surface trails on surface streets in fourth quarter of 2008 and first quarter of 2009 respectively.

Develop Park Plans/Designs and Construct Projects

• Richmond Beach Saltwater Park Phase I: Planning and design are complete and construction of this project will be completed in early 2009, most likely in January or February.

- *Cromwell Park:* The construction drawings for this project are now 60% complete. The project is estimated to go out to bid in the second quarter 2009 with construction happening shortly thereafter.
- *Hamlin Park:* On November 17, the City Council will be asked to authorize the City Manager to enter into an agreement with Susan Black and Associates to complete the construction drawings for the project. The design should be complete in early 2009 with a bid opening estimated for the second quarter 2009.
- *Kruckeberg Garden:* The selection process for a design consultant to assist the City with a Master Plan for the site will begin in late fourth quarter of 2008. A temporary parking plan is being planned for implementation in 2009.
- *Trail Corridors:* The City has begun planning for On-Street Trail Connectors in third and fourth quarter of 2008. The South Woods Pedestrian Pathway will go out to bid in early 2009.
- Baseball/Softball Field Improvements: The Restroom Improvement Project at Richmond Highlands Park will go out to bid in early 2009. Other improvements will be made throughout 2009 as needed.

City Council Goal 5: Construct the Civic Center/City Hall Project

Complete Project Design and Financing

On March 26, 2008, the City signed the Civic Center Project Development Agreement and forwarded the agreement to OPUS for signature. Opus Northwest has signed the development agreement and has secured financing agreements with US Bank. Final terms are being developed and agreed to between OPUS and US Bank.

Complete City Hall, Parking Structure and Site Improvements

The following activities make up the third quarter project construction highlights:

- The building permit was obtained from Planning and Development Services.
- The abatement and demolition of the Kimm property (auto garage on the corner of N 175th Street and Midvale Avenue N) was completed.
- Building footings were excavated, backfilled and poured with cement.
- Rough grading at the parking lot site was completed.
- Parking garage footings were formed, poured with cement, and backfilled.
- Utilities were installed and placed in the parking garage.
- Footings, columns and shear walls for the City Hall building were poured.
- Preparation for slab on grade City Hall building foundation was completed.
- Pouring of slab on grade City Hall building foundation was begun.

The first phase of the parking structure will be completed by first quarter of 2009, and the second phase will begin in the third quarter of 2009. This phase will consist of construction of the ramp design leading to the second floor of the parking structure. This will happen shortly after City employees vacate the City Hall Annex building.

Strive for LEED Certification

LEED Silver has been attained in the current design; however, all efforts by OPUS and staff continue to reach LEED Gold certification. Seattle City Light (SCL) has been an integral part in helping to achieve LEED Silver by providing financial rebates relating to energy saving

measures. Total value to date in potential SCL rebates back to the City is nearly \$55,000 for these enhancements.

City Council Goal 6: Construct the Aurora Improvements From 165th to 205th Streets

Complete Project Design for 165th to 185th

City staff and external agencies are currently reviewing the 60% design documents for the N 165th to N 185th Street segment. Staff will brief the Council on 60% design update on November 3, 2008. The team's design staff will be working towards 90% design, due to be submitted for staff review in December 2008. Right-of-way acquisition is in full swing. All properties (except three) have received offers, and several properties have settled.

Award Bid for 165th to 185th

The project is still on track for right-of-way certification on March 31, 2009. Advertisement will follow in April/May with contract bids being evaluated, and awarded in May/June. Construction is still expected (based on right-of-way acquisition moving on pace) in July, 2009.

Complete 30% Design for 185th to 205th

HDR, the design consultant for the Aurora project, is scheduled to begin working on the 30% design for 185th to 205th in early 2009. In the meantime, survey work is underway to give staff better side-street and private property data.

Seek Funding for Final Mile

Staff applied for a TIB grant to construct a shorter section of the Aurora Corridor from 185th to 192nd Street, and expect to hear if this grant will be funded in November, 2008. Staff continues to pursue funding other sources, including the federal grant process, which is scheduled to begin in spring of 2009, even though the Federal Transportation bill has not yet been re-authorized by Congress.

City Council Goal 7: Develop a Fircrest master plan in partnership with the State

Develop Agreement with State

The State Department of Social and Health Services (DSHS) completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the master plan.

Develop Draft Master Plan with Community and Stakeholder Participation

DSHS has envisioned that the master planning process will be completed in two phases. The main purpose of Phase I was to define the potential uses of the excess property. Based on this, DSHS identified four options for the Legislature to consider:

- Option 1 emphasizes the financial return to the State, i.e. multi-family housing, mixed-use development.
- Option 2 emphasizes benefits to State operations, i.e. relocating State offices presently operating out of rented space to State property.
- Option 3 emphasizes benefits to the community, i.e. open space.

• Recommended Hybrid Option – a mix of uses including governmental office, mixed-use, public services, open space and mixed income housing as well as the replacement of the "Y" nursing home buildings and adult training building with a new building creating additional excess property while enhancing provision of services.

During the 2008 legislative session, the Legislature funded DSHS to complete the Fircrest Master Plan using the Recommended Hybrid Option. The Legislature further stated that the master plan must not prohibit the potential future development of the public health laboratory.

Review and Adopt Final Plan

Phase II will be the development of the master plan permit. DSHS estimates that Phase II will occur between April 2008 and April 2009. Staff has met and been in correspondence with the consultants working for DSHS. Staff and the consultants have discussed the expected level of analysis for SEPA review. DSHS held a public open house on September 24, 2008 to present the Hybrid Option. Continued discussion by the Council regarding the process for Master Planning especially as it concerns the Fircrest Campus may impact the proposed schedule for this goal and/or the ultimate completion of this goal. A subcommittee of the Council is meeting to work on the Master Planning Process. A Council decision on Master Planning may occur at the December 8, 2008 meeting. The Legislature is requiring committee reports from DSHS by December 1, 2010.

Consider Public Health Lab Impacts

At the request of the State Legislature and the community, the Public Health Lab (PHL) is working on Risk and Safety Assessment of its operations. A Community Stakeholders Group formed to participate in the development of and to provide feedback on the Risk and Safety Assessment Report. The PHL hosted a community meeting on November 6, 2008 to gather community feedback on the draft report. Public comment on the draft report was extended to November 11, 2008. The final report is expected to be available on or about November 21, 2008, and should be completed some time in December 2008.

City Council Goal 8: Develop a "Healthy City" Strategy to Ensure the Community's Access to Needed Human Services

Update the Human Services Plan and Desired Outcomes

Staff is currently developing the overall approach to the Human Services Plan update process. This will be reviewed with City Council on December 1, 2008. Funding for the update has been included in the City Manager's Proposed 2009 Budget.

Update the Youth Policy Plan

Given human and fiscal resource constraints, work on the Youth Policy Plan will follow and build on the update of the broader Human Services Plan and Desired Outcomes. It is anticipated that this work will begin in mid-2009.

Work to Increase and Retain Affordable Housing Units

In September of 2008 the City Council adopted an updated Property Tax Exemption ordinance which supports the development of greater affordable housing in projects utilizing the exemption. Also in September, the City Council identified \$50,000 in Community Development Block Grant funding to support a non-profit's work to develop a project that includes a health

clinic and affordable housing. Throughout the next two years staff will respond to inquiries and pursue opportunities to work with housing developers to promote and develop affordable housing.

Sponsor a Cultural Diversity Event

The City will pursue highlighting its diversity and increasing the visibility of our diverse communities and their contributions to Shoreline. Staff is currently building on existing programming for the MASKS Diversity conference developed through the Shoreline Teen Program and in partnership with the Northshore/Shoreline Community Network, Shoreline Schools, YMCA and Shoreline Community College. Staff will also be working with the City Council in the 4th quarter of 2008 to discuss possible diversity events that the Council would host to celebrate the diversity in the community.

City Council Goal 9: Provide enhanced opportunities for effective citizen communication and engagement

Conduct City Council Sponsored Town Hall Meetings

Staff will be working with Council to determine various topics and a schedule for city-wide Town Hall meetings hosted by the City Council. The first Town Hall meeting topic and date have been set: the Town Hall Visioning Process Meeting on November 19, 2008. After this Town Hall meeting debrief, staff will look for other opportunities where Council sponsored Town Hall Meeting would be appropriate.

Upgrade and Redesign the City's Website

Staff continues to work on upgrading and redesigning the City's website. This project began in 2007, when staff conducted research on best practices of other municipal websites. Through this research, it was determined that the current City of Shoreline website had good content information, but the design and organization of the site needed to be upgraded. Based on this, Vision Internet, a website design firm that specializes in the creation of municipal websites, was hired in the first quarter of 2008 and subsequently began work on the new design of the website. This was followed by the creation of the new website organization structure and a new Content Management System (CMS), which allows multiple users to upload content to the website via an internet portal.

In the third quarter of 2008, Vision continued to work on the website design and organization of the site, and began training City staff on the new CMS. Vision also began transferring 200 pages from the current website to the new website.

Expand Volunteer Opportunities Such as Adopt-A-Road/Park/Trail and "Ivy-Out" Programs Ongoing volunteer opportunities in city parks include monthly work parties at Southwoods and Kruckeberg Botanic Garden. The third quarter also included two work parties at Ronald Bog (a Neighborhood Mini-Grant project) and a neighborhood clean up at the N 198th Street right-of-way trail in Hillwood. City staff also networked neighborhood associations with schools in support of the fall 'Embrace Shoreline Schools' work day on September 27. All opportunities are publicized through a variety of tools detailed below.

Additionally, in 2008 Parks staff has developed targeted program elements to increase the level of volunteer engagement throughout all of the Teen programming supported by the Parks

Department. Teen program participants are taking more ownership and initiative to design, facilitate, lead and execute programming.

Create a Database of City Volunteers

The database of city volunteers is updated in the spring for the annual Volunteer Breakfast. City staff provided publicity and networking support for volunteer efforts sponsored by community groups on public property and opportunities in city operations. Publicity includes a new initiative to list on volunteermatch.org, as well as ongoing publicity through the City's website, Channel 21 and high school community service listings.

This fall, Parks, Recreation and Cultural Services staff participated in community service networking at Shorecrest High School to publicize volunteer opportunities at Parks- sponsored events and programs.

Work in Partnership with Nonprofits to Create an Online Community Bulletin Board Staff will begin working on this project in the first quarter of 2009. Initial research regarding online community bulletin boards was completed as part of the City Council's subcommittee on increasing citizen public comment and communication held during the 1st quarter of 2008.

City Council Goal 10: Provide Safe, Efficient, and Effective Infrastructure to Support Our Land Use, Transportation and Surface Water Plans

Develop Citywide Trail and Bicycle Connection Plan

Work on development of a Nonmotorized Transportation Plan has begun. Staff is developing an RFQ for consultant services to help with creation of this plan. Staff hopes to have a consultant on board by December 2008 and anticipates that this will be a 9-12 month process. Staff has notified the City's Trail Corridor Advisory Group that we would like their input and assistance with development of this plan. Data gathering and additional public outreach activities will also be a part of this plan.

Several staff members attended the National Pro Walk/Pro Bike Conference in downtown Seattle in early September. Staff had an opportunity to learn about nonmotorized facilities and plans that are in place all around the country and the world. This knowledge will be of great assistance when the plan is developed. Staff also led a tour and presented on the Aurora and Interurban Trail projects.

Expand Local Transit Service

In conjunction with development of the Nonmotorized Transportation Plan, staff will also work to create a Transit Plan. The RFQ for consultant services for the Nonmotorized Transportation Plan will also request qualifications for development of the Transit Plan. Staff would like to develop these plans simultaneously, coordinating our consultant expertise, data gathering and public outreach efforts for both plans.

In July 2008, the Sound Transit board approved a revised Sound Transit 2 (ST2) plan that will go before the voters for approval this November. This plan includes extension of light rail to Lynnwood, with stops in Shoreline at 145th and 185th along Interstate-5.

Staff continues to correspond with Metro regarding improvements to service in Shoreline. Metro has been experiencing record numbers of riders, however, fuel costs and other factors have impacted their budget, leading to a significant budget shortfall. This has led the Regional Transit Committee to halt other discussions about development of the Transit Comprehensive Plan and Transit Strategic Plan while they focus on resolving the budget issue. Despite these budget issues, service has recently increased in Shoreline. Route 373, which serves Shoreline from the Aurora Village Transit Center to the University of Washington (UW) via 15th Avenue NE, was changed so that this bus now is routed down 5th NE from 175th to 145th. This change adds only about 3 minutes to the transit trip but ends up serving many more Shoreline residents, as well as the future redevelopment of the Bingo Hall site in Ridgecrest. As a result, residents in Ridgecrest have another bus route available to them, with peak period service to and from UW on weekdays every 15-30 minutes.

Update the Transportation Master Plan

The update of the Transportation Master Plan is scheduled to occur in two stages. The first stage will be the development of the Nonmotorized Transportation Plan and the Transit Plan over the next 12-15 months. While these documents will be part of the final Transportation Master Plan update, they will also be stand alone documents that can provide policy guidance and direction in the interim. The second stage of the update will include a full review of the entire Transportation Master Plan, which will include the development of a master street plan, updated traffic modeling, and development of new policy language to guide decisions about transportation. Ideally, the Transportation Master Plan update will coincide with the Comprehensive Plan update, currently scheduled for 2011. Land use/growth scenarios can be modeled as a part of the Transportation Master Plan update.

Implement a Green Street Demonstration Project

The Public Works Department is in the planning stages for a Green Street Demonstration Project in 2009. A consultant was hired to develop three concept plans that would fit into neighborhood streets, and staff is currently developing a program scope and neighborhood involvement process to design and construct the project. This project will strive to demonstrate a "complete street" concept that includes to the extent practical a street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities), and provide stormwater treatment prior to discharge in local streams and water bodies. Stormwater will be managed through the use of natural drainage systems in conjunction with pedestrian improvements and traffic calming. The development of this demonstration project could potentially lead to an expanded program in the future.

Provide Leadership and Advocacy at the Regional Level for Sustainable Land Use, Transportation and Basin Plans

Staff continues to attend regional forums and regional planning processes related to sustainable land use, transportation and regional basin plans.